

Agency Payroll

Quick Reference Guide



Logging In

- Open Browser (Internet Explorer)
- Type the following URL in the Address

https://www.edison.tennessee.gov

Enter User ID & Password provided from Edison.



View Paycheck

View and Print a copy of your Paycheck

Self Service > Employee Home > Payroll and Compensation Home > View Paycheck



View Payable Time

View Time Scheduled to be Paid

Self Service > Employee Home > Time Reporting Home > Payable Time Summary

NEED ASSISTANCE – CALL

FOR PAYROLL QUESTIONS CONTACT: CENTRAL PAYROLL CALL CENTER 615-741-PAID or 877-944-3873

FOR BENEFITS QUESTIONS CONTACT: BENEFITS SERVICE CENTER 615-741-3590 or 800-253-9981

FOR EDISON QUESTIONS CONTACT:
EDISON HELP DESK
615-741-HELP or 866-376-0104

Payroll Activities

View Employee Payroll Data

DEDUCTIONS

Payroll for North American > Employee Pay Data USA > Deductions

- > Create General Deductions
- > Review U.S. Savings Bonds

TAX INFORMATION

Payroll for North American > Employee Pay Data USA > Tax Information

- > Determine W-5 Eligibility
- > Update Employee Tax Data
- > Update Tax Distribution

PAYROLL PROCESSING

Payroll for North American > Payroll Processing USA

- > Create and Load Paysheets
 - > Review Pay Calendars
 - > Review Time and Labor Load
- > Update Paysheets
 - > By Payline Security
 - > By Paysheet

PAYROLL PERIODIC EVENTS

Payroll for North American > Periodic Payroll Events USA

- > Balance Reviews
 - > Check Year-to-Date
 - > Deductions
 - > Earnings
 - > Garnishments
 - > Taxes

Pay Period Reports

PAY PERIOD REPORTS - Payroll for North American >

Payroll Processing USA > Pay Period Reports > TN Custom Reports >

TN Payroll Register

